

Vendor Guide Fact Sheet

City of Springfield, Oregon



I'm new. How do I meet you?

Just send an email to the City (pubwksmail@springfield-or.gov) or give us a call.

What does Public Works buy?

In one sense, almost everything you can imagine, like: complete construction services. Construction materials (asphalt and concrete for streets and sidewalks, gravel, rock, etc.). Vehicles and construction equipment. Everything you need to keep buildings operating and clean. Everything you need to make an office run, from pencils to paper clips to computers and printers. Consultant services for planning, design, and project management, architects, engineers, and lawyers.

Who do you buy from?

We buy from: Local businesses like architects, consulting firms, construction companies, hardware stores, lawyers, electrical contractors, heating and air conditioning firms, etc. Intergovernmental agencies – ODOT, Lane County, City of Eugene, LTD, etc. State and Federal cooperative agreements like Oregon Procurement Information Network (ORPIN).

How to Show Us Your Product or Service

The best way to let us know about your product or service is by sending material by email or regular mail. It gives us a chance to get your information to the right staff person for their review.

Or, you can give us a call to schedule an appointment to introduce your product or service.

Active participation in community groups such as professional associations, business groups, social clubs, and church groups is a good way to connect with other vendors and businesses.

Who do I Contact?

Construction

Major Construction

Capital Projects-City.....	541.726.3670
Capital Projects-MWMC.....	541.726.3694

Small Construction and Repairs

Public Works.....	541.726.3670
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Specific Services

Environmental Management.....	541.726.3694
Technical Services.....	541.726.3670
Maintenance.....	541.726.3761

General Services

Public Works.....	541.726.3670
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Professional Service

Legal.....	541.726.3685
Engineering.....	541.736.1026
Architectural.....	541.736.3373



Types of Buying

Informal Bid

If the product or service is \$5,000 or less, City staff gathers the bids by mail, telephone, email, or personal contact. A buyer at Public Works could be required to get at least three quotes. When a vendor is chosen a contract is awarded by Public Works Department Director or designee.

Formal Bid

If the product or service is \$5,001-\$34,999 the City will issue a written request for bids. The vendor sends a written quote to Public Works, by email, fax, or mail. Copies of all written requests and supplier responses are kept in the City's permanent procurement file. The contract is awarded by the City Manager or Public Works Director.

Formal Sealed Bid

If the product or service is \$35,000 and over, bids will be requested in one of two ways:
1. By an "Invitation to Bid" (ITB) or 2. by a "Request for Proposal" (RFP). The vendor sends a written bid or proposal in sealed packets to the Finance Department at City Hall on a given date and time. The contract is undertaken or awarded by formal action of the City Council. The bid is posted on : <http://www.springfield-or.gov/RFPAGE.HTM>.

Invitation to Bid (ITB)

An invitation to bid (ITB) is an invitation to contractors or equipment suppliers to submit a bid on a specific project, product, or service to be furnished.
The contractor or supplier with the lowest responsible bid that meets the specifications is awarded the contract.

Request for Proposal (RFP)

A request for proposal (RFP) is a method for requesting formal written proposals. In the RFP process, contracts are awarded on the basis of established criteria specified in the RFP, such as contractor qualifications or product features, rather than price alone. In some cases of services price may not be considered in selecting a proposal.
Public Works usually utilizes the RFP method for procuring goods, services, or professional services when the competitive bidding process is not suitable, and in some cases when the purchase is valued over \$5,000.
The formal sealed procedures that apply to bids by dollar value apply to RFPs as well.
The RFP provides the potential supplier with information such as statement of work, time frame, specifications, and specific criteria to be used in evaluating a proposal.

Request for Information (RFI)

A request for information (RFI) is a process used to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes. An RFI is primarily used to gather information to help the City to make a decision on what steps to take next. RFIs are often used in combination with a request for proposal (RFP) or request for qualifications (RFQ). In addition to gathering basic information, an RFI is often used as a solicitation sent to a broad base of potential suppliers.

Request for Qualifications (RFQ)

A request for qualifications (RFQ) is used when services are new, not well defined, and depend on the firm's ability to identify and appropriately address the problem or issue. RFQs are used to identify a set of criteria to be used in a competitive selection of professional services such as architects, engineers, lawyers, etc.

Personal Services Contract

A personal services contract is to retain the services of an independent contractor. The contract shall be predominantly for services requiring special training or certification, independent judgment, skill and experience and the City does not employ someone with those special credentials that the project requires.
Examples of exempt personal services providers may include:

appraisers	computer programmers
engineers	planning consultants
economists	marketing consultants